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10 December 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Table of Organization

1. On 20 May 1954 a request was forwarded to your office suggesting certain slots to be added to the T/O of the Office of the Director of Central Intelligence, the incumbents of which would be engaged in the security program proposed for the Office of the Director. This request has been approved and the following positions were added.

1	GS - 12	Security Officer
2	GS - 7	Security Assistants
1	GS - 5	Secretary (Receptionist)

2. Further discussion on this security coverage brings to light new perspectives. It is proposed that the security as-

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event time permits these security assistants would also be engaged in the investigative duties of the program. The caliber of individual appropriate for these assignments prompts us to recommend GS-9 for these positions.

3. It is recommended therefore that the current T/O be revised to include the following:

1	GS - 12	Security Officer
4	GS - 9	Security Assistants
1	GS - 5	Secretary (Receptionist)

/s/

Sheffield Edwards  
Director of Security

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